

16 FEB 1971

Approved For Release 2002/05/10 : CIA-RDP76-00883R000100140049-0

SECRET

CIA ARCHIVES AND RECORDS CENTER

12 February 1971

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : Requirements for an Archival Building

In accordance with the statement in Paragraph 6 of the attached, the following list of requirements for an Archives Building is submitted:

1. Temperature and Humidity Control at 72° & 50%
2. Separate Area for Film at 60° & 20%.
3. Moveable Shelving
4. Fire Protection
5. Security Alarms & Protection for Highest Codeword Classification
6. Individual Aisle Lighting
7. Area for Fumigation, Cleaning, Restoration & Preservation of Records
8. Small (Approximately 8' X 10') areas for historians doing Research
9. Display Space for Gadgets and Models as well as Documents
10. Covered Loading Dock for Loading & Unloading
11. Map Storage Area
12. Screening Room & Equipment for Maintenance of and Viewing of Motion Picture Film

SECRET

Approved For Release 2002/05/10 : CIA-RDP76-00883R000100140049-0



SECRET

13. Office Space

14. Processing Space for Processing & Arranging Records

15. Courier Service

16. Secure Telephone Service to Headquarters

25X1

25X1

Chief ✓

SECRET